

FEBRUARY 26, 2003 – DRAFT MEETING MINUTES

The regular monthly meeting was called to order at 9:37 A.M. Present were Commissioners Ellen O'Brien Cushman, Alexander E. Corbett, III, Charles R. Johnson, Superintendent Robert P. Gardiner, and Administrative Assistant Nancy T. Fay. Carolyn Bishop also attended as the League of Women Voters Observer.

The Minutes of the January 22, 2003 and February 12, 2003 Meetings were unanimously approved.

Budget and Operations: Superintendent Gardiner reported he will need to do a line item transfer to cover communications expenses for FY03. He has issued purchase orders for spring seasonal needs. Superintendent Gardiner will meet with the Warrant Committee's subcommittee on March 5th to review the Cemetery FY04 Budget requests.

An exception was made to the cemetery policy that states that the cemetery is closed on 11 specific holidays. A request was made to permit funeral service on Presidents' Day, February 17th by the family of Mr. Benjamin Rosales. The exception was granted in consideration of Mr. Rosales many years of volunteer service to the Town as Chairman of the Council on Aging. The staff was willing to work, and overtime was charged.

To date this year, we have had 75 burials (57 casket, 18 cremation) of which 27 were non-residents and staff has worked 13 Saturdays/holidays. To date, income for FY03 is \$71,710.

Review of Department of Public Works No additional information has been received since the public meeting with the Board of Selectmen on February 24, 2003. The Board of Cemetery Commissioners sent correspondence on February 21st expressing concerns.

Telecommunication Tower: Chairman Cushman is meeting with the Committee this morning to decide whether to accept the single bid from Tower Ventures Two or re-bid the project increasing the height of the tower to make it acceptable to vendors.

The Water Line: Progress is being made. Westcott has contracted with Halvorson Design and Mistry Associates to engage them to do the work as required in Attachment M of the Site Plan Approval granted by the Planning Board.

Conservation Restriction B2: Nothing new from EOE. Chairman Cushman did report that the Land Management Committee have posted on the Town's Web Site the attributes to be saved including what they see as threats, what can be done to save them by ecological groupings.

Design/Construction: The construction documents are progressing.

Memorial Tree Program: No new trees have been adopted or purchased under this program.

Discussion of pricing for Highland Meadow Cemetery: This topic was deferred until the next meeting.

The next meeting will be scheduled at a later date. Meeting adjourned at 10:29 A.M.

Respectfully submitted,

Alexander E. Corbett, III, Clerk